

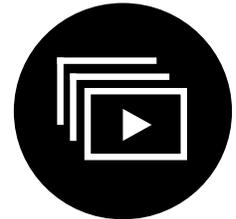


User Guide

This guide offers an introduction to using Negotiable. We begin with short answers to some basic questions ...

What is Negotiable?

It's an online digital tutorial that can **help you build, maintain, and apply your ability to coordinate with others and achieve success.** Negotiable features a number of resources, including videos, self-assessments, worksheets, and roleplays.



How do I use it?

The **pieces of Negotiable can be put together in many ways.** You can work through material on your own—but we encourage you to connect with others (see page 3). You could form a Deal Team to meet once or a few times with peers. Or team up with a mentor to learn from their experience.



See page 4 for details on our materials related to job negotiations

Follow your interests. You might focus on the basics of bargaining. Or you could zero in on our **job negotiation** content.

Once you've covered some of the basics, you can return to Negotiable as an **ongoing resource** (see page 5).

If you have an account through an organization, your group leader may have a learning path laid out for you. If so, we encourage you to follow that sequence.

Why Negotiable?

We providing suggestions that users say are **realistic and helpful.** Our content is **based on social science**, not dirty tricks or cheesy gambits, and we emphasize **practical applications.** Negotiable helps novices make quick progress and helps experts take stock and polish their skills. Put the pieces of Negotiable together in a way that works for you—and we're confident that you'll fare better in, and feel better about, the negotiations you face.



The rest of this document describes your Personal Dashboard, provides suggestions for using our materials, and offers a list of all of our content.

Your home base and learning path



Your home base at Negotiable is your Personal Dashboard. It's where you land after logging in and is also accessible under the My Account menu. There, you'll see your learning path, showing what you've done to date and what activities lie ahead.

If you have an account through an **organization** and your group leader has assigned a learning path for your group, you'll see that on your dashboard. We recommend reviewing that path and following your group leader's suggestions. In such groups, users cannot edit or alter their own learning path.

If you're managing your own learning path, you could begin by using the **Learning Path Creator**. There, you'll answer a few questions and our system will provide you with a recommended path. You can ask for just the basics or take a deeper dive, depending on your interests and availability. If you want to focus on job negotiations, see page 4.

You don't have to set a Learning Path to use Negotiable. Even if you don't, you have access to all of Negotiable's materials

And if you're managing your learning path, you're free to edit and revise it however you wish. To edit an existing path, follow the **Learning Path Editor** link from your dashboard. To start again with an entirely new path or a blank path, follow the Learning Path Creator link.

Answer a few questions about how deep you'd like to go, and when you want to start and end, and Negotiable will recommend a learning path for you that you can then edit

If someone has given you a learning path code, allowing you to copy a snapshot of their learning path with activities and dates, select this option

If you'd rather not set a path, or want to edit and add things manually, choose this option

When creating a path with the **Learning Path Creator**, you'll be asked what you'd like to do ...

What would you like to do?

- I want to **create a learning path** with activities that I'll complete over time. [This option will yield a recommended learning path of activities with dates, based on your answers to a handful of questions. You'll be able to edit the path however you wish, including adding or removing activities and changing dates]
- I have a **learning path code**, allowing me to copy someone else's path.
- I want to have an **empty learning path** with the option to edit it or leave it blank [This option allows you to leave your path blank or manually add any activities you wish]

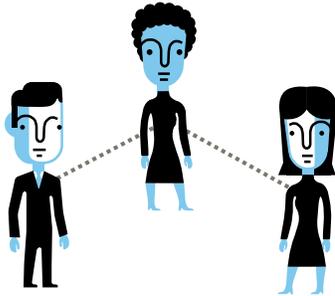


As a user, regardless of what's on your learning path—and whether you even set one—you'll have access to all of Negotiable's materials at any time

See pages 6 and 7 for a list of all of Negotiable's resources

Learning with others

We find that people reliably get more out of learning with others. Whether you're focusing on bargaining in general or job negotiations in particular, here are some options you might consider for making your learning social:



DEAL TEAMS

Gather one or more friends or colleagues and learn together. See our **Deal Team Guide** for suggestions on how you might use your time if you meet up once or a few times.



Find this guide under our [site's Using Negotiable menu](#)

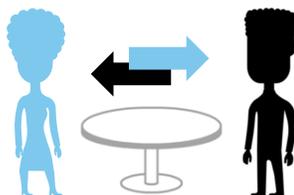


MENTOR / COACH

Teaming up with a mentor or coach can be a great way to learn. Our **Guide for Mentees** and **Guide for Mentors** describe approaches ranging from a single discussion (minimal time for the mentor) to a series of conversations.



Find these guides under our [site's Using Negotiable menu](#)



OTHER CONNECTIONS

You could also connect with someone to do one of our roleplays, discuss preparation for an upcoming negotiation, or talk through your results for one or more of our assessments.

Job negotiations

Whether it's bargaining over the terms of a new job, or seeking better terms for a current job, some of the most important negotiations of our lives are job negotiations. And Negotiable's job negotiation materials work together to help you get ready and succeed.



Our two job negotiation **episodes** are a great place to start. Each lasts about eight minutes. Together, they cover ten good practices for succeeding in a job negotiation

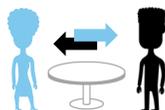
For more details, and links to all of our job negotiation resources, see the **Job Negotiations page** on our site (under Using Negotiable)



Our **Job Negotiation Workbook** follows the good practices described in our episodes, giving you a structure for connecting those ideas to the specific situation you're facing



Our **Job Negotiation Phrasebook** presents a collection of possible phrases for different parts of a job negotiation conversation. It can help you find words that work for you



Our series of job negotiation **roleplays** provide a chance for hands-on practice. For nearly everyone who uses them, the experience provides insights into bargaining dynamics and about themselves

You don't need to be familiar with any of Negotiable's other content

to understand and get value from our job negotiation materials. In as little as an hour, you can make real progress in honing your skills and preparing for a job negotiation. But we also encourage users to explore our general materials to deepen their knowledge.

See page 3 for suggestions on how to deepen your learning by teaming up with others

Negotiable as an ongoing resource

After your initial engagement with our materials, you can return to Negotiable to maintain your learning and continue your development. Here are three suggestions ...

1

Use the Conceptual Overview diagrams and the Highlights page for a quick review

These diagrams (available on the site under “Resources”) offer a high-level summary of core ideas and how they connect. The Highlights page presents brief text summaries of good practices. When you get ready for a meaningful negotiation, reviewing one or both of these can provide a quick boost to your preparation.

2

Take the Habits and Practices assessment

This assessment gauges your habits across the Five Dramas we address in our materials. Scoring yourself with this tool once or twice a year can provide a refresher on the good practices we recommend—and help you tune in to your own behavior and how it’s developing.

3

Use the Changing a Habit worksheet

The Changing a Habit worksheet can be used repeatedly to seek focused changes in bargaining behaviors. Many users also find that using the Dream Situations worksheet from time to time is useful for thinking about their habits and identifying areas for change. Some also find that the Habits and Practices Assessment can help flag areas for ongoing development.

If you’re managing your own learning path, you can opt to add “maintenance” items once a month, once a quarter, and so on. These items can serve as reminders to check in with Negotiable and keep up your skills.

Negotiable's resources

All of Negotiable's resources are available to users. If you're setting your own learning path, you can decide which to include in your path—but you're free to review any and all of them, even if they aren't in your path. You're also welcome to skip around and loop back at any time.

This page and the next provide a brief description of Negotiable's resources. **Time** indicates approximate user time required. **Learning Path** indicates which of our recommended learning paths an item is on. You can use the Learning Path Creator on our site to develop a recommended learning path for yourself, which you can then edit in any way you wish.

ASSESSMENTS

Assessments are a great place to start, tuning in to your own habits and attitudes—and you can retake them later to gauge changes

Name	Brief description	Time	Learning Path
Habits and Practices	Gauges your bargaining behavior, yielding a personalized feedback report with benchmark data	15	Intermediate+
Attitudes	Gauges how you think and feel about negotiation, yielding a personalized report with benchmark data	5	Intermediate+

EPISODES

The video episodes work most effectively as a sequence—but you are free to skip ahead, loop back, or watch them in any order

Name	Brief description	Time	Learning Path
We are all Michael	Introduces our episodes, drawing on the example of Michael and the charter fishing captain	10	Essentials+
The Road to Nirvana	Presents the true story of a real estate negotiation, a case we return to throughout our episodes	10	Essentials+
The Drama of Dealmaking	Introduces the Five Dramas that weave across virtually every negotiation	10	Essentials+
The Dealmaker's Dilemma	Drills into the Package Drama, reviewing types of issues and the overarching "Dealmaker's Dilemma"	15	Essentials+
Return to Sayulita	Returns to the case of Michael and the fishing trip, showing how the ideas reviewed so far can apply	10	Essentials+
Defining Success	Focuses on the first step in preparation: figuring out what you most want to achieve and avoid	15	Essentials+
Preferences, Priorities, and Plan B	Dives deeper into preparation and the Private Drama, including prioritizing and setting limits	15	Essentials+
Gearing Up for Camp David	Turns to the Partner Drama, highlighting dynamics with the example of the Camp David peace talks	10	Essentials+
Stepping Into Your Counterpart's Shoes	Examines what's most worth understanding about a counterpart and how you might gauge those things	10	Essentials+
Preparing to Discover	Considers information strategy, with an emphasis on drawing information out from counterparts	15	Essentials+
Preparing to Divulge and Describe	Extends information strategy to cover what to share (or hold back) and how to describe proposals	15	Essentials+
More than Hope	Draws together all the pieces so far and shows how they can be addressed in a preparation worksheet	20	Essentials+
Open Well	Considers approaches for setting the stage and making opening offers	15	Essentials+
Address Interests	Stresses the value of surfacing and addressing each side's real underlying interests	15	Essentials+

In addition to our regular episodes, Negotiable features a pair of videos focused specifically on job negotiations ...

Job Negotiations, Parts 1 and 2	Two videos that together describe 10 good practices for succeeding in job negotiations	8 each
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WORKSHEETS

Worksheets help you connect ideas to the situations you face and chart your own personal development; many of the initial worksheets lay groundwork for the larger “Negotiation Preparation” worksheet

Name	Brief description	Time	Learning Path
Personal Case	Identify an upcoming negotiation that's worth preparing for	15	Intermediate+
Dissect the Dramas	Diagnose the Five Dramas in an upcoming negotiation	15	Intermediate+
Dissect the Dramas <i>[Different versions are available; use the one that fits your needs]</i>	The <i>Forward-Looking</i> version of this worksheet helps users diagnose the Five Dramas for an upcoming negotiation; the <i>Backward-Looking</i> version analyzes a past negotiation; the <i>Good Practices</i> version asks users to summarize their experience about what works	15	Comprehensive
Negotiation Compass: Self	Reflect on your Private Drama for an upcoming negotiation	15	Intermediate+
Negotiation Compass: Counterpart	Think about the upcoming negotiation from your counterpart's point of view	15	Intermediate+
Discovery Agenda	Think about what you need to learn for an upcoming negotiation and how you can learn it	15	Intermediate+
Action/Reaction	Think about what actions your counterpart might take and how you could best respond	15	Comprehensive
Negotiation Preparation	Bring together the pieces of preparation for an upcoming negotiation in one integrated tool	15	Essentials+
Dream/Worst Case Scenarios	Reflect on situations where you're at your best and that you find most challenging	15	Intermediate+
Changing a Habit	Think about your own development as a negotiator and how you can achieve it	15	Comprehensive
Opening Acts	Prepare for your opening moves in an upcoming negotiation	15	Intermediate+
Post-Negotiation Reflections	Reflect on a past negotiation, including turning points, the Five Dramas, and information strategy	15	As needed

In addition to our regular worksheets, *Negotiable* features materials focused specifically on job negotiations ...

Job Negotiation Workbook	Worksheets that help users apply the 10 good practices featured in our job negotiation videos to their situation	10-60	
Job Negotiation Phrasebook	A collection of possible phrases for different parts of a job negotiation conversation	10-60	

ROLEPLAYS

Roleplays give you a chance for hands-on practice and reflection; the roleplays work as a sequence, from simple to complex, but you can do any or all of them

Name	Brief description	Time	Learning Path
Single-issue roleplay	A roleplay featuring an event planning business bargaining with a landlord over a single issue: rent	45	Comprehensive
Multi-issue roleplay with payoffs	An event planning business negotiating a lease renewal with a landlord, featuring multiple issues	60	Intermediate+
Multi-issue roleplay, user-created payoffs	A landlord seeks agreement with an event planner for an upcoming reception; the negotiation features multiple issues and advance preparation of payoffs	90	Comprehensive
Positional bargaining	A roleplay featuring the owner of a food truck discussing a sale to a potential buyer	60	As needed

In addition to our regular roleplays, *Negotiable* features a series of job negotiation roleplays ...

Job negotiation roleplays	A series of roleplays allowing hands-on practice, ranging from basic to advanced	30-60	
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